

# **EXAMPLE FORMAT**

## **CHRONOLOGICALLY DETAILED**

### **RESUME SUMMARY**

JOHN Q. JONES

987 Northeast Blvd. (**Home address only**)

Aberdeen, MD 21001

(410) 272 - 1234 Home (410) 555-9311 Cell

(410) 306 - 8765 Work DSN 272 8765 (**Work Number, Defense**)

johnqjones@freemail.com (**Email Address**)

**OBJECTIVE:** (**Type of employment desired Fulltime/Part time/On Call; area of expertise**)

Seeking fulltime employment as an Instructor in World History

**WORK HISTORY/EXPERIENCE:** (**List most current position first, working backwards up to 12yrs**)

15 Jun 2007 to Present

Instructor/Trainer - 40hrs per wk, Salary: \$50.00 hourly

Naval Training College - Aberdeen, MD

Supervisor: COL Ray Whitebuttons - (410) 306-8763 Contact: Yes

Bio-Chemical Instructor utilizing knowledge, experience and expertise in a classroom and field training environment. Specialize in education and preparation of HAZMAT teams on potential dangers and threats worldwide. Prepare and schedule classes for training to include security of the facility and offsite training. Liaison for urban and tri-military state-side training events held quarterly. Established and implemented protocols for deploying military and civilian personnel. Training topics include Nuclear Biological Chemical warfare, clothing, decontamination, detection and alarm systems, and proper movement and storage of Nuclear Biological Chemical agents.

1 Apr 2003 – 1 Oct 2007

Registered Nurse - 42hrs per wk Salary: 65,000.00 per year

Upside-down North shore Hospital – Honolulu, HI

Supervisor: Mr. Brandy Buttons - (808) 777-9311 Contact: Yes

Provide nursing support to a 200 bed hospital specializing in Nose Hair removal.

Responsible for training newly staffed Nurses on pain medication management and administration.

Train on proper procedures for transcription of new or changed medication and treatment prescribed by physician. Monitor client's medical conditions to avoid heart failure, drug overdose, withdrawal, and sepsis. Coordinate with clients, families and staff in support of care; record daily assessments and utilize proper implementation of interventions when required. Maintain monthly schedule and posting of nurse-aids rotating shifts. Manage client data input using the Automate Personnel roster. Adhere to and maintain policies and procedures to ensure proper handoff communication between shifts for client safety.

21 Jun 2000 – 12 Jan 2003

Administrative Supervisor 40hrs per wk Salary: \$38,000.00 per year

University of Phoenix - Honolulu, Hawaii United States

Supervisor: Mr. Red Buttons - (808) 674-1600 x 1114 Contact: Yes

Duties: Supervise seven administrative personnel in personnel management of the Student Base Accountability system, (SBAS). Secure relocation/transfer reservations for students in and out of state utilizing the SBAS. Train personnel on the proper use of the Graduate Level Application system to update personnel data. Initiate system query for reports for faculty personnel. Conduct personal and professional counseling sessions. Provide direction on appropriate student loan programs and assist with processing of student loan applications. Prepare personnel evaluation performance reports. Review processes governing policies and guidelines affecting fraternization of faculty and student body. Review and verify for completeness finance documents for claims of on campus injury, resulting in litigation. Assist with Disciplinary evaluation boards for students. Prepare, update and process volunteer service awards. Process and maintain student personnel records and related actions. Provide information about campus activities. Represent supervisor at Council and Budget Meetings. Advise and assist the Registrar on student recruitment actions.

**EDUCATION: (Most current, then additional education, including GPA)**

B.S. Ed. World History (May 2007)  
Tampa Community College, - Tampa, FL  
3.75 GPA, Dean's List, Summa Cum Laude

Bachelor of Science in Nursing, BSN (Dec 2002)  
Hawaii Pacific University – Honolulu, HI  
4.0 GPA, Dean's List, Summa Cum Laude

Bachelor of Science in Psychology, BS (May 1999)  
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN – Urbana-Champaign, Illinois  
3.6 GPA, Dean's List

**LICENSES/CERTIFICATES:**

RN License - HI exp Jun 2010  
Certified Nose Hair Displacement - NY exp Jun 2010  
BLS - exp May 2011 (American Heart Association/Military Trng)  
ACLS - exp Jun 2012 (American Heart Association/Military Trng)

**SPECIALIZED TRAINING:**

Paramedic Training 2002- 2003 - NYC  
Decontamination Procedures 1997; 1998 – US Army  
Nuclear Biological Chemical Training, 1995 - US Navy  
Chemical Operations Specialist, WG- 8738-05/06, U.S. Army, White Sands, Training, Missile Base, Nuclear Biological Chemical School

**OTHER RELATIVE INFORMATION:**

USA Citizen (**Please indicate**)  
Military – Navy Jan 1995- Mar 2000  
Fluent in the Spanish, and German languages  
Microsoft – Word 2007, Outlook, Excel, PowerPoint, Oracle  
Typing: 40 WPM, Steno Dictation Speed: 120 WPM

References are available upon request